

~~SECRET~~

OFFICE OF TRAINING

OPERATIONS SCHOOL

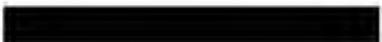
CLANDESTINE SERVICES RECORDS II #3-68

(Biographic Research)

29 January - 2 February 1968

30 Hours

Room 601, 1000 No. Glebe Road

 25X1A9a

Chief Instructor

Room 614, 1000 No. Glebe Road

Extension 3096

GROUP I  
Excluded from automatic  
downgrading and  
~~declassification~~

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S E C R E T

F O R E W O R D

CS RECORDS II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Services. It introduces the principles, techniques, and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the students should absorb.

S E C R E T

S E C R E T

Monday, 29 January 1968

25X1A9a

0900 - 0920      Administration and Course  
Introduction

Chief Instructor

Issue of student kits,  
seating and student review  
of reading material and  
schedule

0920 - 0950      Biographic Research in the CS

An outline of research and  
investigative procedure. Bio-  
graphic research at Headquarter  
related to investigation at the  
Field Station

25X1A

25X1A 1000 - 1030      CI/[REDACTED]: The Relation of Its  
Records to the CS Mission

Chief, CI/[REDACTED]

25X1A

1045 - 1200      CRS/Biographic Register

C/USSR/ISG/CRS

25X1A

A description of the sources  
and services available to the  
researcher.

1200 - 1300      Lunch

1300 - 1340      The Office of Security Index  
and Biographic Services

OS/OSD

25X1A

A description of the services  
provided by the Office of  
Security in both the checks  
of the various other US  
Government agencies and in  
providing investigative or  
research services.

1350 - 1440      Introduction to non-CS Indices  
and Files

Mr. [REDACTED]

25X1A

S E C R E T

S E C R E T

Tuesday, 30 January 1968

0900 - 1000 Collation and Analysis of Biographic Information  
1000 - 1500 Biographic Research Practical Exercise

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Wednesday, 31 January 1968

0900 - 1400 Biographic Research Practical Exercise (continued)

~~XXXXXX Writing the Meaningful Report~~

Thursday, 1 February 1968

0900 - 1000 Writing the Meaningful Report  
~~0900~~ - 1400 Biographic Research Practical Exercise (concluded)  
1000

CI Staff

25X1A

Friday, 2 February 1968

0900 - 1130 Critique of Practical Exercise  
1130 - 1200 Final Administration

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